

SECURITY REQUEST

NAME OF REQUESTOR	DATE	
DEPARTMENT	WORK PHONE NUMBER	
REASON FOR REQUEST		
NAME OF PERSON TO BE AWARE OF		
BRIEF PHYSICAL DESCRIPTION OF THE INDIVIDUAL (GENDER, HEIGHT, WEIGHT, HAIR COLOR, EYE COLOR, ANY DISTINGUISHING CHARACTERISTICS, TATTOOS, PIERCINGS, ETC.)		
PERIOD OF OBSERVATION (PLEASE INDICATE DATES)		
FROM:	TO:	
PERSON TO BE NOTIFIED IF THE INDIVIDUAL(S) IS OBSERVED IN THE RESOURCES BUILDING		
NAME	PHONE NUMBER	
INFORMATION PROVIDED (PLEASE CHECK AS APPROPRIATE)		
PHOTO	COPY OF RESTRAINING ORDER	OTHER
HAND CARRY COMPLETED FORM TO:		
DWR FACILITIES MANAGEMENT UNIT ROOM 353 653-7233		

SECURITY REQUEST INSTRUCTIONS

1. When a Resources Building employee is requesting an individual be denied access to the building due to security reasons, the requestor must complete a Security Request (DWR 9522).
2. The employee/requestor completes the form, prints it out, and delivers it to the Security Guard Coordinator in the Facilities Management Unit, Headquarters Room 353.
3. The Facilities Management Unit will provide the information to the security guards. The security guards will be on the lookout for the individual in question and will notify the contacts noted on the DWR 9522 should the individual enter the building.

Please remember this is a public building and only a restraining order can keep an individual from entering the building.